**University of Wisconsin-Whitewater**

***SAMPLE***

**Internet Research Form for Research Involving Human Subjects**

**DO NOT USE THIS DOCUMENT AS IS.**

*This document needs to be completed for any research being done via the Internet. This includes Internet Surveys. Protocols that include Internet Research will be considered incomplete if this document is not included.*

*Delete all text in red and replace all italicized text with your information.*

**Internet Research Summary for IRB Protocol**

**Title:** *Place project title here*

**Primary Investigator:**

**Staff/Faculty Investigator(s):**

**Student Investigator(s):**

Researchers utilizing the Internet as a research tool may only use the UW-Whitewater Qualtrics Survey Software[[1]](#endnote-1) for Internet Surveys, and must address the following issues (unless considered “not applicable”). This information must also be included with the informed consent documentation provided to your participants.

1. **State whether the Internet site is considered public or private space:**

*State whether you have obtained (or how you attempted to obtain) permission from the list owner or administrator (if applicable) to recruit subjects from, or post messages on, the site. If no list owner or administrator can be contacted, researchers should post a message of interest to conduct research to the list participants for their discussion and consideration before informed consent documents are provided to participants. Researchers shall also obtain permission to use archived data from a list or site. (Permission may be verified by an e-mail from the list owner or administrator, and a copy should be included in your protocol.)*

1. **Open records information:**  
    *How will you Inform the subjects that online communications, in general, are considered public in nature? Electronic records of such communications may therefore be subject to open records requests.*
2. **Inform the subjects that there is no completely secure interaction online:** *The following statement must be inserted into the informed consent document: As an online participant in this research, there is always the risk of intrusion by outside agents, i.e., hacking, and therefore the possibility of being identified. Such a statement highlights concerns related to data confidentiality and the risk/benefit of participation in the study.*
3. **Using online email accounts:**  
    *State that subjects provided with an online e-mail account are allowed and encouraged to change passwords at regular intervals.*
4. **Use of encryption software:**  
    *If the researcher uses encryption software, a thorough set of instructions shall be included in the protocol and provided to the subjects.*
5. **Identification of participants in research documentation:** *The protocol will describe how subjects will be identified in written reports, whether by use of their screen names or by pseudonyms (if applicable).*
6. **Storage of data:** *The researcher will state that the data and identifiers shall be kept on different servers/computers which are secured within the UW-Whitewater network or via UW-Whitewater Google Drive[[2]](#endnote-2). Storage via personal computers, flash/thumb drives and other cloud services (including personal Google Drive access) are not considered secure, and therefore are not permitted.*
7. **Ability to ask questions:** *Researchers shall provide a forum for participants to ask questions online (e.g., the researchers’ e-mail address) before consenting to participate in a research project.*
8. **Safeguarding identity during participation:** *Researchers shall identify how participant identity will be safeguarded in a forum where some participants consent while others do not.*

1. For information regarding [Qualtrics Survey Software](http://www.uww.edu/irp/qualtrics) [↑](#endnote-ref-1)
2. For information regarding [UW-Whitewater Google Drive Access](http://www.uww.edu/icit/services/google) [↑](#endnote-ref-2)